

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Public Works Government Services Canada-**  
**Bid Receiving / Réception des soumissions**  
**189 Prince William Street**  
**Room 405**  
**Saint John**  
**New Brunswick**  
**E2L 2B9**

## INVITATION TO TENDER APPEL D'OFFRES

**Tender To: Public Works and Government Services  
Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

### Soumission aux: Travaux Publics et Services Gouvernementaux Canada

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

### Comments - Commentaires

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

### Issuing Office - Bureau de distribution

Public Works Government Services Canada- Bid  
Receiving / Réception des soumissions  
189 Prince William Street  
Room 405  
Saint John  
New Bruns  
E2L 2B9

|   |  |
|---|--|
| <b>Title - Sujet</b><br>Var. Locations: Food Stor. Freezers   |  |
| <b>Solicitation No. - N° de l'invitation</b><br>EC016-150467/A  | <b>Date</b><br>2014-07-04                                      |
| <b>Client Reference No. - N° de référence du client</b><br>EC016-150467   | <b>GETS Ref. No. - N° de réf. de SEAG</b><br>PW-\$PWB-020-3437 |
| <b>File No. - N° de dossier</b><br>PWB-4-37034 (020)  | <b>CCC No./N° CCC - FMS No./N° VME</b>                         |
| <b>Solicitation Closes - L'invitation prend fin</b><br><b>at - à 02:00 PM</b><br><b>on - le 2014-08-14</b>  |  |
| <b>Time Zone</b><br><b>Fuseau horaire</b><br>Atlantic Daylight<br>Saving Time ADT   |  |
| <b>F.O.B. - F.A.B.</b><br><b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>  |  |
| <b>Address Enquiries to: - Adresser toutes questions à:</b><br>Donovan, Janine PWB  | <b>Buyer Id - Id de l'acheteur</b><br>pwb020                   |
| <b>Telephone No. - N° de téléphone</b><br>(506) 636-5347 ( )  | <b>FAX No. - N° de FAX</b><br>(506) 636-4376                   |
| <b>Destination - of Goods, Services, and Construction:</b><br><b>Destination - des biens, services et construction:</b><br>New Food Storage Freezers<br>Various Locations: Dorchester;<br>Springhill; Renous<br>New Brunswick/Nova Scotia<br>Canada |  |

**Instructions: See Herein**

**Instructions: Voir aux présentes**

|  |  |
|--|--|
| <b>Delivery Required - Livraison exigée</b><br>See Herein  | <b>Delivery Offered - Livraison proposée</b> |
| <b>Vendor/Firm Name and Address</b><br><b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>   |  |
| <b>Telephone No. - N° de téléphone</b><br><b>Facsimile No. - N° de télécopieur</b>   |  |
| <b>Name and title of person authorized to sign on behalf of Vendor/Firm</b><br><b>(type or print)</b><br><b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b><br><b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b> |  |
| <b>Signature</b>   | <b>Date</b>                                  |

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## INVITATION TO TENDER

### IMPORTANT NOTICE TO BIDDERS

#### SUPPORT THE USE OF APPRENTICES

Through Canada's Economic Action Plan 2013, the Government of Canada proposes to support the employment of apprentices in federal construction and maintenance projects. Refer to SI11.

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- SI06 Bid Results
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- SI09 Construction Documents
- SI10 Public Works and Government Services Canada and Defence Construction Canada Apprentice Procurement Initiative
- SI11 Web Sites

### R2710T GENERAL INSTRUCTIONS - CONSTRUCTION SERVICES - BID SECURITY REQUIREMENTS (GI) (2014-06-26)

The following GI's are included by reference and are available at the following Web Site <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

- GI01 Integrity Provisions - Bid
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## **SPECIAL INSTRUCTIONS TO BIDDERS (SI)**

### **SI01 INTEGRITY PROVISIONS - ASSOCIATED INFORMATION**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section GI01 Integrity Provisions - Bid of General Instructions – Construction Services – Bid Security Requirements, R2710T. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

### **SI02 BID DOCUMENTS**

1. The following are the bid documents:

- a. Invitation to Tender - Page 1;
- b. Special Instructions to Bidders;
- c. General Instructions - Construction Services - Bid Security Requirements R2710T (2014-06-26)
- d. Clauses & Conditions identified in "Contract Documents";
- e. Drawings and Specifications;
- f. Bid and Acceptance Form and related Appendix(s); and
- g. Any amendment issued prior to solicitation closing.

Submission of a bid constitutes acknowledgement that the Bidder has read and agrees to be bound by these documents.

2. General Instructions - Construction Services - Bid Security Requirements R2710T is incorporated by reference and is set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

### **SI03 ENQUIRIES DURING THE SOLICITATION PERIOD**

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 as early as possible within the solicitation period. Except for the approval of alternative materials as described in GI15 of R2710T, enquiries should be received no later than five (5) calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may not result in an answer being provided.
2. To ensure consistency and quality of the information provided to Bidders, the Contracting Officer shall examine the content of the enquiry and shall decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period are to be directed ONLY to the Contracting Officer named on the Invitation to Tender - Page 1. Failure to comply with this requirement may result in the bid being declared non-responsive.

### **SI04 OPTIONAL SITE VISIT**

There will be a site visit at the Atlantic Institution on August 5, 2014 at 10:30 am. Interested bidders are to meet at the Main Entrance of the Atlantic Institution, Renous, New Brunswick. There will be a site visit at the Springhill Institution on August 6, 2014 at 9:30 am. Interested bidders are to meet at the Main Entrance of the Springhill Institution, Springhill, Nova Scotia. There will be a site visit at the Dorchester Penitentiary Medium Security Sector on August 6, 2014 at 1:00 pm. Interested bidders are to meet at the Main Entrance of the Dorchester Penitentiary Medium Security Sector, Dorchester, New Brunswick.

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There is a security clearance required to attend this site visit. **ALL** interested bidders, regardless of current clearance level, must submit the Institutional Access CPIC Clearance request form located in Annex C of this solicitation document **for each institution** and submit to Janine Donovan by fax at (506) 636-4376 or e-mail [janine.donovan@pwgsc-tpsgc.gc.ca](mailto:janine.donovan@pwgsc-tpsgc.gc.ca). These must be received by 4:00 pm, July 17, 2014. Separate clearance checks are required for each facility.

## **SI05 REVISION OF BID**

A bid may be revised by letter or facsimile in accordance with GI10 of R2710T. The facsimile number for receipt of revisions is (506)636-4376.

## **SI06 BID RESULTS**

1. A public bid opening will be held in the office designated on the Front Page "Invitation to Tender" for the receipt of bids shortly after the time set for solicitation closing.
2. Following solicitation closing, bid results may be obtained by calling No. (506) 636-4358.

## **SI07 INSUFFICIENT FUNDING**

In the event that the lowest compliant bid exceeds the amount of funding allocated for the Work, Canada in its sole discretion may

- a. cancel the solicitation; or
- b. obtain additional funding and award the Contract to the Bidder submitting the lowest compliant bid; and/or
- c. negotiate a reduction in the bid price and/or scope of work of not more than 15% with the Bidder submitting the lowest compliant bid. Should an agreement satisfactory to Canada not be reached, Canada shall exercise option (a) or (b).

## **SI08 BID VALIDITY PERIOD**

1. Canada reserves the right to seek an extension to the bid validity period prescribed in BA04 of the Bid and Acceptance Form. Upon notification in writing from Canada, Bidders shall have the option to either accept or reject the proposed extension.
2. If the extension referred to in paragraph 1. of SI08 is accepted, in writing, by all those who submitted bids, then Canada shall continue immediately with the evaluation of the bids and its approvals processes.
3. If the extension referred to in paragraph 1. of SI08 is not accepted in writing by all those who submitted bids then Canada shall, at its sole discretion, either
  - a. continue to evaluate the bids of those who have accepted the proposed extension and seek the necessary approvals; or
  - b. cancel the invitation to tender.
4. The provisions expressed herein do not in any manner limit Canada's rights in law or under GI11 of R2710T.

## **SI09 CONSTRUCTION DOCUMENTS**

The successful Contractor will be provided with one paper copy of the sealed and signed drawings, the specifications and the amendments upon acceptance of the offer. Additional copies, up to a maximum of one (1), will be provided free of charge upon request by the Contractor. Obtaining more copies shall be the responsibility of the Contractor including costs.

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## **SI10 PUBLIC WORKS AND GOVERNMENT SERVICES CANADA AND DEFENCE CONSTRUCTION CANADA APPRENTICE PROCUREMENT INITIATIVE**

1. To encourage employers to participate in apprenticeship training, Contractors bidding on construction and maintenance contracts by Public Works and Government Services Canada (PWGSC) are being asked to sign a voluntary certification, signaling their commitment to hire and train apprentices.
2. Canada is facing skills shortages across various sectors and regions, especially in the skilled trades. Equipping Canadians with skills and training is a shared responsibility. In Economic Action Plan (EAP) 2013, the Government of Canada made a commitment to support the use of apprentices in federal construction and maintenance contracts. Contractors have an important role in supporting apprentices through hiring and training and are encouraged to certify that they are providing opportunities to apprentices as part of doing business with the Government of Canada.
3. Through the Economic Action Plan 2013 and support for training programs, the Government of Canada is encouraging apprenticeships and careers in the skilled trades. In addition, the government offers a tax credit to employers to encourage them to hire apprentices. Information on this tax measure administered by the Canada Revenue Agency can be found at: [www.cra-arc.gc.ca](http://www.cra-arc.gc.ca). Employers are also encouraged to find out what additional information and supports are available from their respective provincial or territorial jurisdiction.
4. Signed certifications (Appendix 2) will be used to better understand contractor use of apprentices on Government of Canada maintenance and construction contracts and may inform future policy and program development.
5. The Contractor hereby certifies the following:

In order to help meet demand for skilled trades people, the Contractor agrees to use, and require its subcontractors to use, reasonable commercial efforts to hire and train registered apprentices, to strive to fully utilize allowable apprenticeship ratios<sup>1</sup> and to respect any hiring requirements prescribed by provincial or territorial statutes

The Contractor hereby consents to this information being collected and held by PWGSC, and Employment and Social Development Canada to support work to gather data on the hiring and training of apprentices in federal construction and maintenance contracts.

To support this initiative, a voluntary certification signaling the Contractor's commitment to hire and train apprentices is available at Appendix 2.

If you accept fill out and sign Appendix 2.

<sup>1</sup> The journeyperson-apprentice ratio is defined as the number of qualified/certified journeypersons that an employer must employ in a designated trade or occupation in order to be eligible to register an apprentice as determined by provincial/territorial (P/T) legislation, regulation, policy directive or by law issued by the responsible authority or agency.

## **SI11 WEB SITES**

The connection to some of the Web sites in the solicitation documents is established by the use of hyperlinks. The following is a list of the addresses of the Web sites:

Treasury Board Appendix L, Acceptable Bonding Companies

<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494&section=text#appL>

Buy and Sell <https://www.achatsetventes-buyandsell.gc.ca>



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Canadian economic sanctions <http://www.international.gc.ca/sanctions/index.aspx?lang=eng>

Contractor Performance Evaluation Report (Form PWGSC-TPSGC 2913)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/2913.pdf>

Bid Bond (form PWGSC-TPSGC 504) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/504.pdf>

Performance Bond (form PWGSC-TPSGC 505) <http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/505.pdf>

Labour and Material Payment Bond (form PWGSC-TPSGC 506)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/506.pdf>

Standard Acquisition Clauses and Conditions (SACC) Manual

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R>

PWGSC, Industrial Security Services <http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>

PWGSC, Code of Conduct and Certifications

<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>

PWGSC Consent to a Criminal Record Verification (PWGSC-TPSGC 229)

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/documents/229.pdf>

Construction and Consultant Services Contract Administration Forms Real Property Contracting

<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>

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## **SUPPLEMENTARY CONDITIONS (SC)**

### **SC01 INSURANCE TERMS**

#### **1) Insurance Contracts**

- (a) The Contractor must, at the Contractor's expense, obtain and maintain insurance contracts in accordance with the requirements of the Certificate of Insurance. Coverage must be placed with an Insurer licensed to carry out business in Canada.
- (b) Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract. The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

#### **2) Period of Insurance**

- (a) The policies required in the Certificate of Insurance must be in force from the date of contract award and be maintained throughout the duration of the Contract.
- (b) The Contractor must be responsible to provide and maintain coverage for Products/Completed Operations hazards on its Commercial General Liability insurance policy, for a period of six (6) years beyond the date of the Certificate of Substantial Performance.

#### **3) Proof of Insurance**

- (a) Before commencement of the Work, and no later than thirty (30) days after acceptance of its bid, the Contractor must deposit with Canada a Certificate of Insurance on the form attached herein.
- (b) Upon request by Canada, the Contractor must provide originals or certified true copies of all contracts of insurance maintained by the Contractor pursuant to the Certificate of Insurance.

#### **4) Insurance Proceeds**

In the event of a claim, the Contractor must, without delay, do such things and execute such documents as are necessary to effect payment of the proceeds.

#### **5) Deductible**

The payment of monies up to the deductible amount made in satisfaction of a claim must be borne by the Contractor.

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## CONTRACT DOCUMENTS (CD)

1. The following are the contract documents:
  - a. Contract Page when signed by Canada;
  - b. Duly completed Bid and Acceptance Form and any Appendices attached thereto;
  - c. Drawings and Specifications;
  - d. General Conditions and clauses

|  |        |               |
|--|--------|---------------|
| GC1 General Provisions – Construction Services     | R2810D | (2014-06-26); |
| GC2 Administration of the Contract                 | R2820D | (2014-06-26); |
| GC3 Execution and Control of the Work              | R2830D | (2014-03-01); |
| GC4 Protective Measures                            | R2840D | (2008-05-12); |
| GC5 Terms of Payment                               | R2850D | (2014-06-26); |
| GC6 Delays and Changes in the Work                 | R2860D | (2013-04-25); |
| GC7 Default, Suspension or Termination of Contract | R2870D | (2008-05-12); |
| GC8 Dispute Resolution                             | R2880D | (2012-07-16); |
| GC9 Contract Security                              | R2890D | (2014-06-26); |
| GC10 Insurance                                     | R2900D | (2008-05-12); |
| Allowable Costs for Contract Changes Under GC6.4.1 | R2950D | (2014-06-26); |
| Supplementary Conditions                           |        |               |
  - e. Any amendment issued or any allowable bid revision received before the date and time set for solicitation
  - f. Any amendment incorporated by mutual agreement between Canada and the Contractor before acceptance of the bid; and
  - g. Any amendment or variation of the contract documents that is made in accordance with the General Conditions.
2. The documents identified by title, number and date above are incorporated by reference and are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual, issued by Public Works and Government Services Canada (PWGSC). The SACC Manual is available on the PWGSC Web site:  
<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>
3. The language of the contract documents is the language of the Bid and Acceptance Form submitted.

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## **BID AND ACCEPTANCE FORM (BA)**

### **BA01 IDENTIFICATION**

**New Food Storage Freezer – Chilled Food Holding**  
**Atlantic Institution, Renous, New Brunswick**  
**Dorchester Penitentiary Medium Security Sector, Dorchester, New Brunswick**  
**Springhill Institution, Springhill, Nova Scotia**

### **BA02 BUSINESS NAME AND ADDRESS OF BIDDER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ PBN: \_\_\_\_\_

### **BA03 THE OFFER**

The Bidder offers to Canada to perform and complete the Work for the above named project in accordance with the Bid Documents for the Total Bid Amount of

\$ \_\_\_\_\_ excluding applicable tax(es).  
(amount in numbers)

### **BA04 BID VALIDITY PERIOD**

The bid shall not be withdrawn for a period of thirty (30) days following the date of solicitation closing.

### **BA05 ACCEPTANCE AND CONTRACT**

Upon acceptance of the Contractor's offer by Canada, a binding Contract shall be formed between Canada and the Contractor. The documents forming the Contract shall be the contract documents identified in Contract Documents (CD).

### **BA06 CONSTRUCTION TIME**

The Contractor shall perform and complete the Work by November 30, 2014.

### **BA07 BID SECURITY**

The Bidder is enclosing bid security with its bid in accordance with GI08 - Bid Security Requirements of R2710T - General Instructions - Construction Services - Bid Security Requirements.

### **BA08 SIGNATURE**

\_\_\_\_\_  
Name and title of person authorized to sign on behalf of Bidder (Type or print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**WRITE DIRECTOR'S AND OR OWNERS SURNAMES AND GIVEN NAMES**

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## APPENDIX 2 - VOLUNTARY CERTIFICATION TO SUPPORT THE USE OF APPRENTICES

*Note; The contractor will be asked to fill out a report every six months as included a Annex C*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Legal Name: \_\_\_\_\_

Solicitation Number: \_\_\_\_\_

Optional information to provide: \_\_\_\_\_

Number of apprentices planned to be working on this contract: \_\_\_\_\_

Trades of those apprentices:

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*A sample of the "Voluntary Reports for Apprentices Employed during the Contract" is provided at Annex A*

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## **ANNEX A - VOLUNTARY REPORT FOR APPRENTICES EMPLOYED DURING THE CONTRACT**

### **(Sample)**

*(This report is not required at bid deposit)*

The Contractor should compile and maintain records on the number of apprentices and their trade that were hired to work on the contract.

The Contractor should provide this data in accordance with the format below. If no apprentices were hired during the contract period, the Contractor should still provide a "nil" report.

The data should be submitted six months after the Contract award or at the end of the Contract, whichever comes first to the Contracting Authority.

| Number of apprentices hired | Trade |
|-----------------------------|-------|
|                             |       |
|                             |       |
|                             |       |
|                             |       |
|                             |       |
|                             |       |
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(Add rows as needed)

Solicitation No. - N° de l'invitation

EC016-150467/A

Client Ref. No. - N° de réf. du client

R.061844.001

Amd. No. - N° de la modif.

File No. - N° du dossier

PWB-4-37034

Buyer ID - Id de l'acheteur

pwb020

CCC No./N° CCC - FMS No./N° VME

## **ANNEX B - CERTIFICATE OF INSURANCE**



# CERTIFICATE OF INSURANCE

Page 1 of 2



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

## Description and Location of Work

New Food Storage Freezers – Renous and Dorchester, N.B. & Springhill, N.S.

Contract No.  
N/A

Project No.  
R.061844.001

Name of Insurer, Broker or Agent

Address (No., Street)

City

Province

Postal Code

Name of Insured (Contractor)

Address (No., Street)

City

Province

Postal Code

## Additional Insured

**Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services**

| Type of Insurance                                | Insurer Name<br>and Policy Number | Inception<br>Date<br>D / M / Y | Expiry Date<br>D / M / Y | Limits of Liability |                                |                                      |
|--|-----------------------------------|--------------------------------|--------------------------|---------------------|--------------------------------|--------------------------------------|
|  |                                   |                                |                          | Per<br>Occurrence   | Annual<br>General<br>Aggregate | Completed<br>Operations<br>Aggregate |
| <b>Commercial General<br/>Liability</b>          |                                   |                                |                          | \$                  | \$                             | \$                                   |
|  |                                   |                                |                          | \$                  | \$                             | \$                                   |
| <b>Builder's Risk /<br/>Installation Floater</b> |                                   |                                |                          | \$                  |                                |                                      |
|  |                                   |                                |                          |                     |                                |                                      |
|  |                                   |                                |                          |                     |                                |                                      |
|  |                                   |                                |                          |                     |                                |                                      |
|  |                                   |                                |                          |                     |                                |                                      |

I certify that the above policies were issued by insurers in the course of their Insurance business in Canada, are currently in force and include the applicable insurance coverage's stated on page 2 of this Certificate of Insurance, including advance notice of cancellation / reduction in coverage.

Name of person authorized to sign on behalf of Insurer(s) (Officer, Agent, Broker)

Telephone number

Signature

Date D / M / Y



Travaux publics et  
Services gouvernementaux  
Canada

Public Works and  
Government Services  
Canada

## CERTIFICATE OF INSURANCE Page 2 of 2

| General   | Commercial General Liability   | Builder's Risk / Installation Floater  |
|---|--|--|
| <p>The insurance policies required on page 1 of the Certificate of Insurance must be in force and must include the insurance coverages listed under the corresponding type of insurance on this page.</p> <p>The policies must insure the Contractor and must include Her Majesty the Queen in Right of Canada as represented by the Minister of Public Works and Government Services as an additional Insured.</p> <p>The insurance policies must be endorsed to provide Canada with not less than thirty (30) days notice in writing in advance of a cancellation of insurance or any reduction in coverage.</p> <p>Without increasing the limit of liability, the policies must protect all insured parties to the full extent of coverage provided. Further, the policies must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.</p> | <p>The insurance coverage provided must not be substantially less than that provided by the latest edition of IBC Form 2100.</p> <p>The policy must either include or be endorsed to include coverage for the following exposures or hazards if the Work is subject thereto:</p> <ul style="list-style-type: none"> <li>(a) Blasting.</li> <li>(b) Pile driving and caisson work.</li> <li>(c) Underpinning.</li> <li>(d) Removal or weakening of support of any structure or land whether such support be natural or otherwise if the work is performed by the insured contractor.</li> </ul> <p>The policy must have the following minimum limits:</p> <ul style="list-style-type: none"> <li>(a) <b>\$5,000,000</b> Each Occurrence Limit;</li> <li>(b) <b>\$10,000,000</b> General Aggregate Limit per policy year if the policy contains a General Aggregate; and</li> <li>(c) <b>\$5,000,000</b> Products/Completed Operations Aggregate Limit.</li> </ul> <p>Umbrella or excess liability insurance may be used to achieve the required limits.</p> | <p>The insurance coverage provided must not be less than that provided by the latest edition of IBC Forms 4042 and 4047.</p> <p>The policy must permit use and occupancy of any of the projects, or any part thereof, where such use and occupancy is for the purposes for which a project is intended upon completion.</p> <p>The policy may exclude or be endorsed to exclude coverage for loss or damage caused by asbestos, fungi or spores, cyber and terrorism.</p> <p>The policy must have a limit that is <b>not less than the sum of the contract value</b> plus the declared value (if any) set forth in the contract documents of all material and equipment supplied by Canada at the site of the project to be incorporated into and form part of the finished Work. If the value of the Work is changed, the policy must be changed to reflect the revised contract value.</p> <p>The policy must provide that the proceeds thereof are payable to Canada or as Canada may direct in accordance with GC10.2, "Insurance Proceeds" (<a href="https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2">https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/5/R/R2900D/2</a>).</p> |
|   |  |  |
|   |  |  |

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pwb020

CCC No./N° CCC - FMS No./N° VME

## **ANNEX C - INSTITUTIONAL ACCESS CPIC CLEARANCE REQUEST**



Correctional Service Canada  
Service correctionnel Canada

PROTECTED  
PROTÉGÉ

A ☐ B ☒ C ☐ ONCE COMPLETED  
UNE FOIS REMPLI

**INSTITUTIONAL ACCESS  
CPIC CLEARANCE REQUEST**

**ACCÈS À UN ÉTABLISSEMENT  
DEMANDE DE VÉRIFICATION DU DOSSIER AU CIPC**

PLEASE PRINT INFORMATION CLEARLY - VEUILLEZ ÉCRIRE EN LETTRES MOULÉES

|                             |                                      |                                  |  |         |
|-----------------------------|--------------------------------------|----------------------------------|--|---------|
| Institution - Établissement | Request received<br>Demande reçue le | Date (YYYY/MM/DD) - (AAAA/MM/DD) | PUT AWAY ON FILE<br>CLASSER AU DOSSIER | 3170-12 |
|-----------------------------|--------------------------------------|----------------------------------|--|---------|

**A. PERSONAL INFORMATION - RENSEIGNEMENTS PERSONNELS**

|  |  |   |
|--|--|---|
| Surname<br>Nom de famille                                    | Full name (no nicknames or initials)<br>Nom au complet (pas de surnoms ou d'initiales) | Maiden name (if applicable)<br>Nom de jeune fille (s'il y a lieu) |
| Date of birth (YYYY/MM/DD)<br>Date de naissance (AAAA/MM/JJ) | Place of birth - Lieu de naissance<br>City/Town - Ville ou municipalité                | Province/State - Province ou état                                 |
|  |  | Country - Pays  |

**B. PHYSICAL DESCRIPTION - DESCRIPTION PHYSIQUE**

|  |  |                   |                |                              |                                  |
|--|--|-------------------|----------------|------------------------------|----------------------------------|
| <input type="checkbox"/> Male<br>Homme | <input type="checkbox"/> Female<br>Femme | Height - Grandeur | Weight - Poids | Eye color - Couleur des yeux | Hair color - Couleur des cheveux |
|--|--|-------------------|----------------|------------------------------|----------------------------------|

**C. ADDRESS - ADRESSE**

|              |                                   |          |                           |  |
|--------------|-----------------------------------|----------|---------------------------|--|
| Street - Rue | City/Town - Ville ou municipalité | Province | Postal Code - Code postal | Telephone number - Numéro de téléphone<br>Home - Domicile<br>Work - Bureau |
|--------------|-----------------------------------|----------|---------------------------|--|

Representing (name of company/organization) - Représente (nom de la compagnie ou de l'organisation)

**D. GENERAL INFORMATION - RENSEIGNEMENTS GÉNÉRAUX**

|   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| 1. Have you ever been convicted of a criminal offence for which you have not been granted a pardon, or an offence for which you have been granted a pardon and such a pardon has been revoked?<br>Avez-vous déjà été reconnu coupable d'une infraction criminelle pour laquelle on ne vous a pas octroyé un pardon ou d'une infraction pour laquelle on vous a octroyé un pardon qui a été révoqué? | <input type="checkbox"/> Yes<br>Oui | <input type="checkbox"/> No<br>Non |
| 2. Do you personally know of any person incarcerated in a correctional facility?<br>Connaissez-vous personnellement une personne qui est incarcérée dans un établissement correctionnel?  | <input type="checkbox"/> Yes<br>Oui | <input type="checkbox"/> No<br>Non |
| 3. Do you have any reason to believe coming into contact with this person could pose a risk to your or their personal safety?<br>Avez-vous des raisons de croire que le fait d'entrer en contact avec cette personne pourrait présenter un risque pour votre sécurité personnelle ou la sienne?   | <input type="checkbox"/> Yes<br>Oui | <input type="checkbox"/> No<br>Non |
| 4. Are you related/associated to an inmate or on an inmate's visiting list?<br>Êtes-vous apparenté ou associé à un détenu ou inscrit sur la liste des visiteurs d'un détenu?  | <input type="checkbox"/> Yes<br>Oui | <input type="checkbox"/> No<br>Non |

If you have answered YES to any of the above, please explain below. - Si vous avez répondu OUI à une des questions ci-dessus, veuillez fournir une explication ci-après.

**E. SIGNATURE (When sections A to E are filled out completely, please return the completed form to the institution for approval.)**

(Une fois que les sections A à E ont été remplies, veuillez retourner le formulaire dûment rempli à l'établissement aux fins d'approbation.)

In making this application, I hereby give the Correctional Service of Canada my consent to use the information provided on this form to conduct such inquiries with police authorities as may be necessary to ascertain my suitability. Finally, I acknowledge that the Correctional Service of Canada has no responsibility for any harm that may come to me in the course of my activities, except where such harm is a direct result of negligence on the part of an employee(s) of the Service.

NOTE: Access may be denied for submitting false information. Passes may be issued for those receiving clearance and approval.

En soumettant la présente demande, j'autorise le Service correctionnel du Canada à se servir des renseignements fournis dans le formulaire afin de mener, auprès des services de police, toute enquête jugée nécessaire pour vérifier mon admissibilité. Par ailleurs, je conviens que le Service correctionnel du Canada ne peut être tenu responsable d'un préjudice subi dans le cadre de mes activités sauf si ce préjudice est directement attribuable à la négligence d'un ou de plusieurs employés du Service.

NOTA: Tout demandeur qui fournit de faux renseignements peut se voir refuser l'accès à l'établissement. Un laissez-passez peut être émis aux demandeurs dont la demande d'accès est approuvée.

Applicant's signature - Signature du demandeur

Date (YYYY/MM/DD) - (AAAA/MM/JJ)

**F. FOR OFFICE USE ONLY - RÉSERVÉ AU SCC**

Reason for clearance - Motif justifiant la demande d'accès

|   |   |                                  |
|---|---|----------------------------------|
| Department making the request (please print)<br>Unité qui soumet la demande (en lettres moulées s.v.p.)                 | Signature of Division Head<br>Signature du chef de la division                                  | Date (YYYY/MM/DD) - (AAAA/MM/JJ) |
| <input type="checkbox"/> No criminal record<br>Aucun casier judiciaire  | <input type="checkbox"/> A possible criminal record #:<br>Numéro du casier judiciaire possible: | Last entry:<br>Dernière entrée:  |
| <input type="checkbox"/> An outstanding warrant/charge held by:<br>Auteur du mandat non exécuté/accusation en instance: |   |                                  |

**SIGNATURES**

The individual has been advised. - Le demandeur a été informé de la décision.

|  |  |  |                                    |             |
|--|--|--|------------------------------------|-------------|
| <input type="checkbox"/> Approved<br>Approuvée                       | <input type="checkbox"/> Not approved<br>Non approuvée | <input type="checkbox"/> Yes<br>Oui      | <input type="checkbox"/> No<br>Non | By:<br>Par: |
| Security Intelligence Officer<br>Agent de renseignements de sécurité | Institutional Head<br>Directeur de l'établissement     | Visit Review Board<br>Comité des visites |                                    |             |
| Date (YY/MM/DD)<br>(AA/MM/JJ)  | Date (YY/MM/DD)<br>(AA/MM/JJ)                          | Date (YY/MM/DD)<br>(AA/MM/JJ)            |                                    |             |